

## Release of Student Directory Information

School Year \_\_\_\_\_

To: All Parents and Adult Students (18 years of age and older)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires DCPS, with certain exceptions, to get your permission before disclosing personally identifiable information from education records. However, DCPS may disclose basic "directory information" that is generally not considered harmful or an invasion of privacy without your consent. The primary purpose of directory information disclosure is to allow DCPS to include this type of information in certain school publications such as pamphlets for drama productions, graduation programs, honor rolls or sports team activity sheets for football, basketball, etc. Directory information can also be disclosed to outside organizations such as federal and state agencies offering jobs and educational benefits, media sources, and companies that make class rings and publish yearbooks.

The information listed below has been designated as directory information under District of Columbia law and FERPA, and may therefore be released at the discretion of DCPS. You have the right to instruct DCPS that it may not release any or all of this information without obtaining your prior written consent by completing this form. Your decision on this form will be valid for the remainder of the current school year. **A new Release of Student Directory Information form must be completed each school year.**

Please place a check mark on the line beside any directory information items listed below that you do not want DCPS to disclose without your consent, if any.

_____ Student Name	_____ Weight and Height of Members of Athletic Teams
_____ Student Address	_____ Diplomas and Awards Received
_____ Student Telephone Listing	_____ Student's Date and Place of Birth
_____ Name of School Attending	_____ Names of Schools Previously Attended
_____ Participation in Officially Recognized Activities and Sports	_____ Dates of Attendance

By signing below I am giving written notification to DCPS that it may not disclose the directory information items I have placed a check mark beside above unless I give prior written consent. I understand that such information may still be disclosed by DCPS if disclosure is otherwise permissible under FERPA.

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Student Name (please print)

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Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

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If at least 18 years old, Student Signature

Date

***\*\*\*If this form is not returned by September 15, it will be assumed that the above information may be designated as directory information for the remainder of the school year.\*\*\****

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